

NOV 04 2020

MINUTES

The Town of Manteo Board of Commissioners held their Regular November 4, 2020 meeting at 6:30 p.m. at 407 Budleigh Street, Manteo, NC and via teleconference.

The following members were present:

Mayor Bobby Owens (remote)
Mayor Pro-Tem Betty Selby (remote) (6:35)
Commissioner Darrell Collins (remote)
Commissioner Eddie Mann (remote) (7:11)
Commissioner Richie Burke
Commissioner Jason Borland

The following members were absent:

Commissioner Christine Walker

Also present at the meeting were:

Town Manager James Ayers
Town Attorney Ben Gallop
Program Manager Michele Bunce
IT Director Carl Woody
Town Planner Melissa Dickerson
Deputy Town Clerk Jamie Whitley

Mayor Bobby Owens called the meeting to order at 6:28 pm. Town Manager Ayers did a roll call verifying that there was a quorum: Mayor Owens-present/remote; Mayor Pro-Tem Selby-present/remote (6:35); Commissioner Burke-present; Commissioner Borland-present; Commissioner Collins-present/remote; Commissioner Mann-present/remote (7:11); and Commissioner Walker-absent. A quorum was established.

Mayor Owens asked for a moment of silence followed by the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: A motion was made by Commissioner Borland and seconded by Commissioner Burke to approve the agenda as presented and was approved by the following roll call vote: Ayes: Commissioners Burke, Borland, and Collins. Nays: None. Absent: Mayor Pro-Tem Selby, Commissioners Mann and Walker. **Motion carried unanimously.**

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended

MOTION: A motion was made by Commissioner Collins and seconded by Commissioner Borland to approve the Consent Agenda with the following items: Regular October 7, 2020 minutes; the Recessed October 21, 2020 minutes; Resolution 2020-10 for Designation of Applicant's Agent for Hurricane Dorian; and Resolution 2020-11 for Designation of Applicant's Agent for COVID-19 and was approved by the following roll call vote: Ayes: Commissioners Burke, Borland, and Collins. Nays: None. Absent: Mayor Pro-Tem Selby, Commissioners Mann and Walker. **Motion carried unanimously.**

PRESENTATIONS

SUBJECT: Presentation on Transitional Housing – Dare Minority Coalition

Mr. Ayers introduced Mr. George Carver, Executive Director of Dare Minority Coalition (DMC). The discussion was on Transitional Housing, which is not essential housing or low-income housing. The priority is to assist families in finding appropriate housing through transitional housing.

He explained that the process of Transitional Housing. Each family is assisted a case manager that assist the families by connecting them to primary support services and systems including financial and legal assistance.

He presented an example of the design of a transitional housing unit. During this 18-month to 24-month program, families will be able to build credit and find financial support to buy their own homes.

DMC is willing to work with the town if the town has any properties that could be used for transitional housing. Mr. Carver will apply for State grants but he cannot apply for the grants until he has obtained the property. Currently, he is looking at other properties and he is willing to use his personal property to put up three on these transitional houses.

The Board of Commissioners will discuss this at a later date.

SUBJECT: Update on Town-Sponsored Special Events

- **Business Activities**

- Business Wreath Contest

- This event is coordinated by the Roanoke Island Garden Club. The wreaths have already been delivered to the businesses. The decorated wreaths are to be delivered to Town Hall no later than 3:00 p.m. on Monday, November 30. The wreaths will be judged and the four winning wreaths will be announced and displayed at the entrance of Christmas Tree Parking Lot and in the front of the Old Courthouse (Dare Art Council Building). The rest of the wreaths will be displayed throughout Town and the names of all of the participating businesses will be published in the Coastland Times as the Parade of Wreaths.

- Business Decoration Contest – “Making Storefronts Bright”

- Three random winners will be selected to receive \$100 gift cards. The storefronts are to be decorated by the end of business on Friday, December 4 and the winners will be selected on Monday, December 7. Pictures and videos of the businesses will be posted on the town website, social media pages and other ways to help promote all of these businesses around time. This is to encourage people to visit the local business.

- **Family Activities**

- Home Decoration Contest – “Deck the Homes”
 - Three random winners will be selected to receive \$100 gift cards. This includes tree lighting, menorah lighting, decorating inside and outside of the home. Participants can submit a photo of their entry to info@manteonc.gov by the end of the day on Friday, December 11, 2020. The winners will be drawn on Monday, December 14, 2020. Their photo submissions will be used on the town website and social media pages.
- Holiday Performances and Entertainment – “Manteo Merriment”
 - Families can submit video doing a sing-a-long, performing a dance, choirs singing or caroling. Submit video entries to info@manteonc.gov by the end of the day on Friday, December 11, 2020. Three random winners will be drawn on Monday, December 14, 2020 for \$100 gift cards. The submitted videos will be made into a video montage.

- **Food and Festivities**

- Holiday Food Drive
 - Manteo Police Department and Town staff will be working with the local food pantries for this food drive. Magnolia Pavilion will be the drop off site. Dates and times will be arranged and this will be well publicized out in the community.
- Letters to Santa
 - There will be a mailbox at the Christmas Tree Lot that will be for letters to Santa. Santa will randomly pull out letters and read them aloud on video. This video will be posted so that the children can see Santa reading their letters.
- Santa Claus is Coming to Town
 - Santa Clause will be riding around the neighborhoods in Town on the Roanoke Island Volunteer Fire Department Fire Truck on Friday and Saturday. He will use his magic to turn on the lights at the Christmas Tree downtown and the lights at Cartwright Park and the Pea Island Cook House.

PUBLIC HEARINGS

SUBJECT: Zoning Text Amendment 2020-07Z to Regulate Boat Lifts

To receive comment on zoning text amendment 2020-07Z to regulate boat lifts. North Carolina State guidelines require that we allow 24 hours to receive written comment on this public hearing after the meeting. A vote on the zoning text amendment will be held at the November 18, 2020 meeting.

MOTION: A motion was made by Commissioner Borland and seconded by Commissioner Burke to open the Public Hearing on the Regulation of Boat Lifts and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Borland, and Burke. Nays: None. Absent: Commissioners Mann and Walker. **Motion carried unanimously.**

MOTION: A motion was made by Commissioner Collins and seconded by Commissioner Burke to close the Public Hearing on the Regulation of Boat Lifts and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Borland, and Burke. Nays: None. Absent: Commissioners Mann and Walker. **Motion carried unanimously.**

SUBJECT: Zoning Text Amendment 2020-08Z to Update Provisions Applicable to College, University, and Community College Campuses

To receive comment on zoning text amendment 2020-08Z to update provisions applicable to college, university, and community college campuses. North Carolina State guidelines require that we allow 24 hours to receive written comment on this public hearing after the meeting. A vote on the zoning text amendment will be held at the November 18, 2020 meeting.

MOTION: A motion was made by Commissioner Collins and seconded by Commissioner Borland to open the Public Hearing on College, University, and Community College Campuses and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Borland, and Burke. Nays: None. Absent: Commissioners Mann and Walker **Motion carried unanimously.**

MOTION: A motion was made by Mayor Pro-Tem Selby and seconded by Commissioner Borland to close the Public Hearing on College, University, and Community College Campuses and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Borland, and Burke. Nays: None. Absent: Commissioners Mann and Walker. **Motion carried unanimously.**

PUBLIC COMMENTS

Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.

There were no public comments.

NEW BUSINESS

SUBJECT: Dare County Arts Council Cultural Affairs Funding

MOTION: A motion was made by Commissioner Borland and seconded by Commissioner Burke to consolidate all DCAC funding in the general DCAC Event line item and to increase the funding to \$10,000 using the unused funds in the Cultural Affairs budget and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Mann, Borland, and Burke. Nays: None. Absent: Commissioner Walker. **Motion carried unanimously.**

SUBJECT: Mid-Year Bonus Program

MOTION: A motion was made by Commissioner Collins and seconded by Commissioner Mann to authorize the payment of a mid-year bonus of \$350 to all employees and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Mann, Borland, and Burke. Nays: None. Absent: Commissioner Walker. **Motion carried unanimously.**

OLD BUSINESS

SUBJECT: Appointment of Special Events Committee Members

The Commissioners discussed the applicants for the Special Events Committee.

MOTION: A motion was made by Commissioner Burke and seconded by Commissioner Collins to appoint Jamie Anderson, Dana Lisenby, Nedy Morris, Ruth Stetson, Tim Teeple, Nichol Thrash and one member of the Woody family to the Special Events Committee and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Mann, Borland, and Burke. Nays: None. Absent: Commissioner Walker. **Motion carried unanimously.**

SUBJECT: Shallowbag Bay Dredging Grant Local Share

MOTION: A motion was made by Commissioner Collins and seconded by Commissioner Borland to allocate \$43,000 for the Shallowbag Bay Dredging Grant Local Share for a 50-foot channel connection using unused funds from the Manteo Utility Relief Fund and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Mann, Borland, and Burke. Nays: None. Absent: Commissioner Walker. **Motion carried unanimously.**

SUBJECT: Declared Emergency Bonus Program (Covid-19)

MOTION: A motion was made by Commissioner Burke and seconded by Commissioner Collins to authorize the payment of a Declared Emergency Bonus of \$500 to all employees and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Mann, Borland, and Burke. Nays: None. Absent: Commissioner Walker. **Motion carried unanimously.**

MAYOR'S/COMMISSIONERS COMMENTS

Mayor Owens: Would like to let the Town Manager handle the housing concerns in the Town of Manteo to ensure that we are going in the same direction.

Commissioner Mann: Thanked everyone for the applying to be on the Special Events Committee.

Mayor Pro-Tem Selby: Wanted updates on affordable housing.

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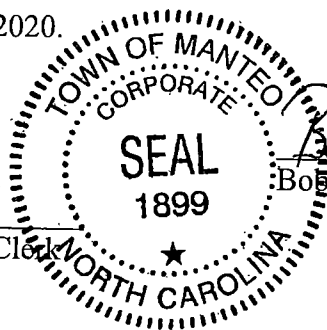
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There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Borland and seconded by Commissioner Collins the meeting was recessed at 7:55pm until November 18, 2020 at 5:00 pm and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Collins, Mann, Borland, and Burke. Nays: None. Absent: Commissioner Walker. **Motion carried unanimously.**

This the 4th day of November 2020.

ATTEST:

Janie Whitley
Janie Whitley, Deputy Town Clerk



Bobby Owens
Bobby Owens, Mayor

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RESOLUTION 2020-10 **DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Manteo	Disaster Number: FEMA-4465-DR-NC
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Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):
 North Carolina

Applicant's Fiscal Year (FY) Start
 Month: July Day: 1

Applicant's Federal Employer's Identification Number
 56 - 6001279

Applicant's Federal Information Processing Standards (FIPS) Number
 055 - 41060 - 00

PRIMARY AGENT

SECONDARY AGENT

Agent's Name **Melissa Dickerson**

Agent's Name **Kevin Zorc**

Organization **Town of Manteo**

Organization **Town of Manteo**

Official Position **Town Planner**

Official Position **Fire Marshal/Emergency Manager**

Mailing Address
 PO Box 246

Mailing Address
 PO Box 246

City, State, Zip **Manteo, NC 27954**

City, State, Zip **Manteo, NC 27954**

Daytime Telephone
 (252) 473-4112

Daytime Telephone
 (252) 473-4112

Facsimile Number
 (252) 473-2135

Facsimile Number
 (252) 473-2135

Pager or Cellular Number
 (252) 216-6313

Pager or Cellular Number
 (252) 256-0726

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 4th day of 20 20 20.

GOVERNING BODY

CERTIFYING OFFICIAL

Name and Title **Bobby Owens, Mayor**

Name **Jamie Whitley**

Name and Title

Official Position **Deputy Town Clerk**

Name and Title

Daytime Telephone

CERTIFICATION

I, **Bobby Owens**, (Name) duly appointed and **Mayor** (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of **Town of Manteo** (Organization) on the 4th day of November, 20 20.

Date: **November 4, 2020**

Signature: 

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RESOLUTION 2020-11
DESIGNATION OF APPLICANT'S AGENT

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Disaster Number:
 Town of Manteo 4487-DR-NC

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):
 North Carolina

Applicant's Fiscal Year (FY) Start

Month: July Day: 1

Applicant's Federal Employer's Identification Number

56 - 6001279

Applicant's Federal Information Processing Standards (FIPS) Number

055 - 41060 - 00

PRIMARY AGENT

SECONDARY AGENT

Agent's Name **Melissa Dickerson**

Agent's Name **Kevin Zorc**

Organization **Town of Manteo**

Organization **Town of Manteo**

Official Position **Town Planner**

Official Position **Fire Marshal and Emergency Manager**

Mailing Address **PO Box 246**

Mailing Address **PO Box 246**

City, State, Zip **Manteo, NC 27954**

City, State, Zip **Manteo, NC 27954**

Daytime Telephone **252-473-4112**

Daytime Telephone **252-473-2133**

Facsimile Number **252-473-2135**

Facsimile Number **252-473-2135**

Pager or Cellular Number **252-216-6313**

Pager or Cellular Number **252-256-0726**

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this _____ day of _____, 20____.

GOVERNING BODY

CERTIFYING OFFICIAL

Name and Title **Bobby Owens, Mayor**

Name **Jamie Whitley**

Name and Title

Official Position **Deputy Town Clerk**

Name and Title

Daytime Telephone **252-473-2133**

CERTIFICATION

I, **Bobby Owens**, _____, (Name) duly appointed and **Mayor** _____ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of **Town of Manteo** _____ (Organization) on the **4th** day of **November**, **2020**

Date: **November 4, 2020**

Signature: 

Rev. 06/02